LEADERSHIP PRINCIPLES (SEMESTER)

Levels: Grades 11-12

Units of Credit: 1 Semester (.5)

CIP Code: 08.0211

Prerequisites: None (Recommended for student leaders)

COURSE DESCRIPTION

This course is recommended for students who are elected student body or class officers, organization or club president/officers, or are considering running for one of these offices. Student leaders have great ambitions and enthusiasm for the school and student body—but this alone does not create success. This class teaches how to be an "effective" leader. Concepts of goal setting, motivation, team building, time management, conflict resolution, dealing with stress, and much more are discussed. *Students may be eligible to receive three (3) credits of concurrent enrollment at* **_Utah Valley State College_**.

Note: The following standards are considered "Power Standards." They are few in number to allow teachers the flexibility to design their class around their school's specific needs, and the students may utilize these objectives across the curriculum and in their future careers. To receive college credit, teachers are strongly encouraged to cover the entire curriculum, even though the Power Standards are limited.

**STANDARD
08.0211-01   Students will investigate the history of leadership.**

OBJECTIVES
08.0211-0101   Understand why the history of leadership is important.
08.0211-0102   Identify <u>when</u> leadership began.
08.0211-0103   Understanding <u>how</u> leadership began.
08.0211-0104   Identify the three historical types of leadership.

**STANDARD
08.0211-02   Students will investigate the meaning of leadership.**

OBJECTIVES
08.0211-0201   Define leadership.
08.0211-0202   Discuss whether leadership is a science or an art.
08.0211-0203   Describe the differences between leadership and management.
08.0211-0204   Explain how leaders are made instead of born.

**STANDARD
08.0211-03   Students will learn the importance of creating a vision.**

OBJECTIVES
08.0211-0301   Define vision.
08.0211-0302   Discuss the benefits of a vision.
08.0211-0303   Explain the steps in creating a vision.
08.0211-0304   Discuss how the leader communicates the vision.
08.0211-0305   Explain how a leader sets the example in creating the vision.

STANDARD
08.0211-04   **Students will understand the importance and fundamentals of establishing goals.**

OBJECTIVES
08.0211-0401   Define a goal.
08.0211-0402   Discuss the three categories of goals.
08.0211-0403   Describe the basic steps in setting goals.
08.0211-0404   Explain how the organization obtains goal commitment.

STANDARD
08.0211-05   **Students will understand the importance of time management and time management techniques.**

OBJECTIVES
08.0211-0501   Define time management.
08.0211-0502   Explain the two governing principles of time management.
08.0211-0503   Identify several effective time management guidelines.
08.0211-0504   Describe several meeting management tools for effective leadership.

STANDARD
08.0211-06   **Students will understand effective strategies for communication.**

OBJECTIVES
08.0211-0601   What constitutes effective communication?
08.0211-0602   Understand the five basic levels of communication.
08.0211-0603   Recognize the value of non-verbal communication.
08.0211-0605   Identify the three historical types of leadership.
08.0211-0606   What is a "you" message?
08.0211-0607   Understand an effective "I" message.
08.0211-0608   Discuss how validation is used.

STANDARD
08.0211-07   **Students will identify and understand the nature of diversity.**

OBJECTIVES
08.0211-0701   Discuss how the U.S. image of diversity of changing.
08.0211-0702   Why should leaders be concerned with diversity?
08.0211-0703   Identify a subordinate/minority group.
08.0211-0704   Understand the debate about affirmative action.
08.0211-0704   Explain how leaders deal with increasing diversity.

STANDARD
08.0211-08   **Students will understand the process for making sound decisions.**

OBJECTIVES
08.0211-0801   Define decision making.
08.0211-0802   Discuss the steps of sound decision making.
08.0211-0803   Describe the common traps of decision making.
08.0211-0804   Describe several decision making techniques.
08.0211-0805   Identify the benefits of group decision making.

STANDARD
08.0211-09   **Students will understand conflict and resolution techniques.**

OBJECTIVES
08.0211-0901   Define conflict.
08.0211-0902   Explain the two types of conflict.
08.0211-0903   Identify the five common causes of conflict.
08.0211-0904   Describe the five conflict strategies and explain how to use them.

STANDARD
08.0211-10   **Students will identify the sources of power and how they are used.**

OBJECTIVES
08.0211-1001   Define power.
08.0211-1002   Describe and evaluate the five sources of power.
08.0211-1003   Identify the best sources of power to use.
08.0211-1004   Explain how power is developed.
08.0211-1005   Define empowerment and its effectiveness.

STANDARD
08.0211-11   **Students will understand the steps to building a successful team.**

OBJECTIVES
08.0211-1101   Define a team.
08.0211-1102   Identify and explain the three types of teams.
08.0211-1103   What are the advantages of team structures?
08.0211-1104   What constitutes a high performance team?
08.0211-1105   What are the stages of team development?
08.0211-1106   What is teambuilding?
08.0211-1107   Identify the organizational steps used in building an effective team.
08.0211-1108   Explain how an individual becomes an effective team member.

STANDARD
08.0211-12   **Students will understand the importance of effectively dealing with change.**

OBJECTIVES
08.0211-1201   Explain why changes occur.
08.0211-1202   Identify the three methods for implementing change.
08.0211-1203   Discuss how to plan for change.
08.0211-1204   Identify the reasons why people resist change.
08.0211-1205   Describe how a leader can facilitate change.

STANDARD
08.0211-13   **Students will understand the importance and application of ethics.**

OBJECTIVES
08.0211-1301   Explain morality.
08.0211-1302   What are ethics?
08.0211-1303   Discuss the difference between moral problems and ethical dilemmas.
08.0211-1304   Define social responsibility.
08.0211-1305   Discuss leaders and ethical behavior.

STANDARD
08.0211-14   **Students will be able to understand and apply basic coaching skills.**

OBJECTIVES
08.0211-1401   What is coaching?
08.0211-1402   How is coaching different from other helping professions?
08.0211-1403   Discuss two paradigms when coaching.
08.0211-1404   Discuss a useful coaching model.
08.0211-1405   Identify an effective model for giving and receiving feedback.
08.0211-1406   Explain why coaching is or is not a universal skill-set.

STANDARD
08.0211-15   Students will identify effective leadership styles.

OBJECTIVES
08.0211-1501   Define what is meant by a "leadership style."
08.0211-1502   Describe the three classic styles of leadership.
08.0211-1503   Explain situational leadership.
08.0211-1504   Explain the difference between Theory X and Theory Y.
08.0211-1505   Describe how a person develops his/her personal leadership style.

PERFORMANCE OBJECTIVES

Performance Objective PO-01:
Explain why it is important to understand the history of leadership. (Lesson 1)

Performance Objective PO-02:
Write a short essay on the definition of leadership and how leadership is not management. (Lesson 2)

Performance Objective PO-03:
Write down and evaluate a possible vision for an organization. (Lesson 3)

Performance Objective PO-04:
Identify the key ingredients of goal setting. (Lesson 4)

Performance Objective PO-05:
Identify the time management skills to increase productivity. (Lesson 5)

Performance Objective PO-06:
Demonstrate the four styles of communication and explain where/when to use each. (Lesson 6)

Performance Objective PO-07:
Write an essay describing why it is important for leaders to appreciate diversity. (Lesson 7)

Performance Objective PO-08:
Identify the situational factors affecting individual decision making vs. group decision making. (Lesson 8)

Performance Objective PO-09:
Identify and be able to role-play the five conflict strategies. (Lesson 9)

Performance Objective PO-10:
Determine the sources of power and discuss how power is used in organizations. (Lesson 10)

Performance Objective PO-11:
Demonstrate team-building techniques in role-playing and activities. (Lesson 11)

Performance Objective PO-12:
Discuss the course of action an organization would follow to create change. (Lesson 12)

Performance Objective PO-13:
Be able to write and explain your commitment to an ethical life. (Lesson 13)

Performance Objective PO-14:
Be able to demonstrate the facilitative (InsideOut) model for coaching. (Lesson 14)

Performance Objective PO-15:
Determine and discuss the skills necessary to becoming a leader. (Lesson 15)

REFERENCE MATERIALS

Principles of Leadership Teachers Manual and *Principles of Leadership Study Guide*
Bitters/Litchford, Utah Valley State College
To obtain a copy, contact Wes Bitters at (801) 863-8234 or e-mail bitterwe@uvsc.edu

Additional Resources:
Utah Valley State College Supplemental Materials (MGMT 1250)

The 7 Habits of Highly Effective People, Stephen R. Covey or *The 7 Habits of Highly Effective Teens*,
Sean Covey (Time Management)

InsideOut Development, L.L.C. American Fork, Utah (Coaching Skills)

Remember the Titans, video (Effective Leadership)

The Hunt for Red October, video (Leadership Style)

Hoosiers, video (Team Building)

Gettysburg, video (Vision, Goals)

The Crossing, video (Leadership Traits)